

**Approved Minutes of the  
Southwestern Special Service District Meeting**  
held on Thursday, July 7, 2016, 7:00 pm  
at the Winchester Hills Fire Station, Winchester Hills, Utah

- I. Call to Order
  - a. Full Board Present

Invocation

Dee Parry

Pledge of Allegiance

WHFD – Chief Don Christensen

- II. Citizen comments, questions, and requests for future agenda items
  - A. Citizen comments
  - B. Public “Sign in” sheet attached

Dee Parry – was the only citizen that requested to be heard.

Question - February 2016 Budget lists 100K from DV Wildland Fire. Wanted to know how much \$ the Wildland fire income was to date in 2016?

Diamond Valley Wildland has produced \$0 to date in 2016.

Has not been called out to Pine Valley (local) fire. Someone asked about Kade Beecham – Engine Boss. Apparently he is not available as he is currently employed so Diamond Valley Wildland Fire has no Engine boss. Kade is not committed to the job. His house in Diamond Valley is “for sale”.

DVFD Assistant Chief Mike Cummings reported. No Engine Boss. One other possible future Engine Boss is "in training" Tanner Theobald - Chief Theobald's son. He is currently fighting Wildland fires with Santa Clara. Working on completing his “task book”

Don R. asked if Tanner lives in Diamond Valley. Mike stated, yes.

- III. Approval of minutes and financial reports
  - A. Cheryl: June 2016 meeting minutes – Approved
    - a. Cheryl – motioned
    - b. Jaron – seconded

- i. Unanimous vote with requested addition of a copy of the GRAMA policy voted on at the June meeting.

B. Jaron: April 2016 financial report

- a. Jaron – motion to approve
- b. Ferris – seconded
  - i. Vote unanimous

C. Jaron: May 2016 financial report

- a. Ferris asked about \$5.00 charges listed on the report for a total of \$20.00. Also there is a checking account transfer/withdrawal of \$20,000. Why does that withdrawal have Jaron's name on it?
- b. Jaron stated – the bank charges us \$5.00 to transfer funds. Don R. asked about the cost of transferring our own funds between accounts? Would it be cheaper to write a check?
- c. Jaron is trying to keep between \$15,000-\$20,000 in the checking/operating account. Needed to make the \$20,000 transfer to make the DVFD building payment.
- d. There is no charge for automatic payments processed.
- e. Don R. asked if we could move the credit card due date to the end of the month so that the Board can review the expenses before we pay the credit card bill? Would like the Board to discuss and approve all at the meeting so all Board members are in the loop.
- f. Larry suggested we add changing the banking procedures to the August meeting Agenda. As the Board cannot vote to make any changes because it is not on the July Agenda. Suggested we put Jaron's name on that agenda item.
  - i. Motion by Jaron – to approve the May 2016 Financial Report with a follow up on the \$5.00 charges/Jaron requesting that the bank waive those charges.
  - ii. Second by Ferris.
    - 1. Motion passed

IV. Business:

A. Jaron: Review/approval of pending expenses

- a. Made the yearly DVFD yearly building payment without using the impact fee account. The Board had previously discussed that this building payments would first be made from the

impact fee account with the remainder of the payment coming from the operating account.

- i. The \$20,000 transfer from the money market account to the operating account to make the yearly DVFD building payment was signed for by both Jaron & Larry.
- b. WHFD received first phone bill \$47.58 Centurylink.
- c. There were no other payments that required Board approval.

B. Larry: GRAMA

- a. He asked if there was a proposal to change the GRAMA request form? Ferris had requested that we create a user friendly/less confusing form.
- b. Jaron stated that the records are posted on the State website and that should reduce the need for a GRAMA request. Maybe the form should be a little onerous to discourage requests. He doesn't mind it being complicated. Jaron would like to review the form too.
- c. Larry stated that even if the records are available if they do not want to get the records themselves even if they are available on the State website, we have to provide them per GRAMA. He suggested we put this on the Aug agenda again.
- d. Cheryl will scan & email the suggested form to the Board

C. Larry: Records retention policy

- a. Table to August meeting
- b. Stated he was open to Board suggestions so that the policy can be created

D. Larry: Funds receiving and depositing policy

- a. Table to August meeting
- b. SWSSD receives funds
  - i. Through the mail
  - ii. From the Impact fees – Inspector
- c. Jaron deposits the money the same day he receives it.
- d. Board discussed that the policy should include a time frame for depositing funds received

E. Cheryl: Discuss & Vote on Resolution provided by St. George City in regards to amending the Interlocal Agreement providing first response fire coverage to the Ledges.

- a. Interlocal Agreement was presented to the Board. The Interlocal Agreement has been in place for two years. ISO is requiring an addition to the wording of the original Interlocal agreement to include the wording – that the WHFD will respond 24/7.
- b. The resolution to make this addition to the existing Interlocal Agreement was discussed.
  - i. Cheryl motioned to pass the resolution as presented
  - ii. Don R. – seconded
    - 1. Board voted unanimous – resolution passed
- c. Cheryl will take the signed Resolution to the City of St George
  - i. Larry signed
  - ii. Cheryl signed as signature witness

F. Cheryl: Requesting a verbal update at the meeting for the benefit of the public on status/timeline of the creation of the new District and the division

- a. Discussed what happened at the June 15 meeting held by the County at the DVFD – re the creation of a new District.
- b. WE discussed that there was confusion of the 2017 no tax revenues available due to the creation of the new district and the tax funds that the district receives are one year in arrears.
- c. Discussed that at that meeting the DVFD – Jaron spoke of the possibility of charging a per dwelling fee for the first year until they start to receive their tax collection fees.
- d. Larry added that for Ferris’ benefit. Nothing takes affect until January 1, 2017. The financials are too complicated to split it differently. Stick to the fiscal deadline

G. Cheryl: New plan inspector for Impact Fees SWSSD

- a. *Larry & Jaron were going to check the requirements SWSSD needs to get this in place before the split*
  - i. Somebody needs to get the training. Have to have this person in place to collect the impact fees.
  - ii. UFRA training on their website – Fire Inspector 1
  - iii. Don R. volunteered to do this and be bonded by the January 1, 2017 deadline.
  - iv. This person looks over the plans
  - v. Collects the impact fees

- vi. Public – Dee Parry also stated he was planning to look at the requirements on the website
- vii. Once this person passes the class and gets the certification then SWSSD needs to obtain a 10K bond on the inspector.

V. Fire Chiefs monthly reports:

A. Winchester Hills

- a. 5 Calls
  - i. 2 medical assist
  - ii. 1 motor vehicle accident
  - iii. 1 brushfire call
  - iv. 1 Structure call
- b. Block wall damaged during fire call. Has called the contractor that built the wall to have him come do the repairs.
- c. Flag Pole – Refurbished/Repaired the flag pole. Thanks Don R. & Dee Parry for all the time hard work and donated Crane equipment required to do the repair. Flag was up for the 4<sup>th</sup> of July.
- d. Planning to have the annual community 24<sup>th</sup> of July breakfast on July 23<sup>rd</sup>
- e. Don C. Attended the SWSSD Board training provided by LeGrand Bitters from the State of Utah.

B. Diamond Valley

- a. Chief Theobald – Absent
- b. Assistant Chief Mike Cummings provided the Chief's report for DVFD
- c. 5 calls
  - i. 1 vehicle fire in Diamond Valley
  - ii. 1 brush fire / lightening
  - iii. 1 brush fire in grapevines/possibly stated by someone
  - iv. 1 illegal brush fire/weed burning
  - v. 1 wood fire. May have also been lightening. Unknown.
- d. Training – Hydrant training. As part of the training they Flo tested the hydrants.
- e. Second monthly training cancelled due to the grapevine fire.
- f. Planning the Annual 24<sup>th</sup> of July Breakfast for Monday July 25<sup>th</sup> at the park.

Motion to Adjourn – Don R.  
Second - Cheryl  
Vote - Unanimous

Next meeting August 4, 2016, 7 pm, at the Diamond Valley Fire Station

**SWSSD Board members**

Larry Myers	<a href="mailto:lawandliberty@yahoo.com">lawandliberty@yahoo.com</a>
Ferris Emery	<a href="mailto:ferrisemery@gmail.com">ferrisemery@gmail.com</a>
Jaron Hunt	<a href="mailto:jaron-hunt@leavitt.com">jaron-hunt@leavitt.com</a>
Cheryl Christensen	<a href="mailto:cheryl.swssd@gmail.com">cheryl.swssd@gmail.com</a>
Don Reusch	<a href="mailto:don@rueschmachine.com">don@rueschmachine.com</a>